

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF SEPTEMBER 23 – 27, 2013

MONDAY, SEPTEMBER 23, 2013

- | | | |
|----------|--|--|
| *3:00 pm | Housing Authority | Room 604, City Hall
100 N. Jefferson Street |
| *6:00 pm | Land Conservation Subcommittee | Room 161, UW Extension
1150 Bellevue Street |
| *6:15 pm | Planning, Development & Transportation Committee | Room 161, UW Extension
1150 Bellevue Street |

TUESDAY, SEPTEMBER 24, 2013

- | | | |
|----------|--|---|
| *4:00 pm | Children With Disabilities Education Board | Syble Hopp School
755 Scheuring Road |
|----------|--|---|

WEDNESDAY, SEPTEMBER 25, 2013

- | | | |
|----------|--------------------------|---|
| *6:00 pm | Human Services Committee | Room 200, Northern Building
305 E. Walnut Street |
|----------|--------------------------|---|

THURSDAY, SEPTEMBER 26, 2013

- | | | |
|----------|--------------------------|---|
| *5:00 pm | Administration Committee | Room 200, Northern Building
305 E. Walnut Street |
|----------|--------------------------|---|

FRIDAY, SEPTEMBER 27, 2013

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, September 23, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick—Chair, Ann Hartman, Sup. Andy Nicholson, Corday Goddard, Adam DeKeyser

APPROVAL OF MINUTES:

1. Approval of the minutes from the July 15, 2013, meeting of the Brown County Housing Authority
2. Approval of the minutes from the July 29, 2013, special meeting of the Brown County Housing Authority

ELECTION OF OFFICERS:

COMMUNICATIONS:

3. Letter from Housing Authority Insurance Group regarding dividends received

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - G. VASH Reports (active VASH, new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
 - I. Reasons for Background Screening Denials
 - J. Customer Service Report

OLD BUSINESS:

None

NEW BUSINESS:

5. Review and approval of Brown County Housing Authority 2014 Annual Agency Plan
6. Approval of Audited Financials for Fiscal Year Ending December 31, 2012
7. Approval of revisions to Chapter 8 (Housing Quality Standards and Rent Reasonableness Determinations) of Administrative Plan
8. Authorization to apply for FFY 2014 Family Self Sufficiency Coordinator funding
9. Discussion and possible action regarding 84 CDBG Revolving Loan Fund

INFORMATIONAL:

10. Update on Performance Based Contract Administration

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

11. ICS staffing changes

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LAND CONSERVATION SUBCOMMITTEE

Norbert Dantinne, Jr., Chair
Dave Kaster, Vice Chair
Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

LAND CONSERVATION SUBCOMMITTEE

**Monday, September 23, 2013
6:00 p.m. (PD&T to Follow)
Room 161, UW Extension
1150 Bellevue Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/modify minutes of Land Conservation Subcommittee of August 26, 2013.

Comments from the Public

1. Budget Status Financial Report for July 31, 2013.
2. Variance request – Rick Loppnow.
3. Owners Claim for Damages to Animals – Anthony Rueden.
4. Director's Report.
5. Such other matters as authorized by law.
 - a. Discussion regarding setting the date for the Land Con Budget Meeting.
6. Adjourn.

Norb Dantinne, Jr., Chair

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantine, Tom Sieber

**PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE**
Monday, September 23, 2013
Approx. 6:15 p.m. (To follow Land Con Mtg)
Room 161, UW Extension
1150 Bellevue Street

- I. Call Meeting to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of August 26, 2013.
1. Review minutes of:
 - a. Planning Commission Board of Directors (August 7, 2013).
 - b. Planning Commission Board of Directors Transportation Subcommittee (February 25, 2013).
 - c. Transportation Coordinating Committee (June 10, 2013).

Comments from the Public

Advance

2. Report from Advance Business – Fred Monique.

Communications

3. Communication from Supervisors Van Dyck and Clancy re: to consider installing cable barricades at the end of the 4 roads intersecting with County Hwy ZZ. *Referred from September County Board.*
4. Communication from Supervisor Zima re: I am requesting that Brown County seek better and more economical housing of the Brown County Health Department. *Referred from September County Board.*

PUBLIC HEARING: Obtain public comment regarding ordinance adopting the Brown County Farmland Preservation Plan.

Planning and Land Services

Planning Commission

5. Resolution Amending the Brown County Farmland Preservation Plan Map.
6. Update regarding development of the Brown County Farm Property – standing item.

Resolution to all Committees

7. Resolution re: Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Control.
8. Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I.

UW-Extension

9. Budget Adjustment Request (13-80) Category 5: Increase in expenses with offsetting increase in revenue.

Public Works

10. Comments from the Public re: EE Bridge.
11. Ordinance Amending Schedule A of the Brown County Code Entitled "Speed Limits".
12. Resolution Authorizing County Trunk Highway Jurisdictional Revisions on County Highway FF.
13. Summary of Operations.
14. Director's Report.

Port and Resource Recovery

15. Resolution Accepting Recommendations of Port and Resource Recovery Department Financial Analysis.
16. BOW Strategic Plan for Resource Management - Request for Approval.
17. Director's Report.

Airport

18. Budget Status Financial Report for August, 2013.

Land Information, Property Listing and Zoning – No agenda items.

Register of Deeds – No agenda items.

Other

19. Audit of bills.
20. Such other matters as authorized by law.
 - a. Discussion regarding setting the date for the PD&T Budget Meeting.

Bernie Erickson, Chair

Attachments

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Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION
BOARD AGENDA**

**Tuesday, September 24, 2013
Syble Hopp School**

1. Call to Order - 4:00 pm. – K. Gustman
2. Action Item: Approval of August 27, 2013 Board Minutes
3. Correspondence
4. Action Item Approval of Agenda
5. Action Item: Donations
6. Action Item: Second Reading of Board Policy Staff Computer Network (5.01a)
7. Action Item: Financial Report
8. Action Item: CESA 7 contract Alio
9. Action Item: Set substitute teacher/aide daily rate
10. Action Item: Parent Organization Report
12. Action Item: Administrators Report
13. Action Item Payment of Bills
14. Executive Session: The Board will move to executive session as allowed by Wisconsin stats 19.85 (1)(c)(f)(i) for the purpose of personnel issues
15. Action Item: Staff Request
16. Adjournment

"Any person wishing to attend who, because of disability requires special accommodation should; contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, September 23, 2013 so arrangements can be made."

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HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE
Wednesday, September 25, 2013
6:00 p.m.
Room 200, Northern Building
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 24, 2013.

Comments from the Public

Report from Human Services Chair, Patrick Evan

Presentation by Judge Zuidmulder – Drug Court

Presentation by Family Services – Healthy Families

1. **Review Minutes of:**
 - a. Community Options Program Planning Committee (July 22, 2013)
 - b. Aging & Disability Resource Center of Brown County (August 22, 2013)
 - c. Children With Disabilities Education Board (August 27, 2013)
 - d. Human Services Board (June 13, July 11, August 8 and September 12, 2013)
 - e. Northeast Wisconsin Family Care (August 7, 2013)
 - f. Veterans Recognition Subcommittee (July 16, 2013).

Communications

2. Communication from Supervisor Hopp re: Discussion, formulation and adoption of a resolution of Brown County PROHIBITING any Brown County Agency, Department, Staff Member or Independent Agency doing business on behalf of Brown County, for participating in any non-mandated, voluntary action, assisting the Federal Government, its agencies or representatives, with the implementation (aka "roll out") of the Patient Protection and Affordable Care Act. (P.L. 111 – 148), signed March 23, 2010 also referred to as the Affordable Care Act (ACA). This would include but is not limited to the sharing and or distribution of information either verbal, written and/or electronic; sharing and or distribution of written or electronic materials; sharing and or distribution of computer software or computer education. Furthermore, the USE of any equipment owned, controlled or operated by Brown County for non-mandated assistance in the

implementation of the Affordable Care Act, shall be prohibited. Furthermore, the USE, of any facilities owned, controlled or operated by Brown County, for non-mandated assistance in the implementation of the Affordable Care Act, shall be prohibited as allowed by law, or billed at the rate of \$1,500 per hour plus maintenance costs. *Referred from August County Board.*

3. Communication from Supervisor Robinson re: County explore reviving the "Homeless Issues and Affordable Housing Subcommittee," and collaborate with the City of Green Bay and the HOPE Task Force. *Referred from the September County Board.*

Resolution to All Committees

4. Resolution re: Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Controller.
5. Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I.

Health Department

6. Recommendation to Amend Chapter 38 Public Nuisance Ordinance, (4)(2)(a)(ii) Odor Violations to change the number of verifiable complaints that would initiate a citation from (the current) three (3) to two (2) verifiable complaints. *Motion at July meeting: To defer to the Green Bay Chamber of Commerce to be the conduit between the Brown County Human Services Committee and related business community to work on language to be inserted in the strengthening of Chapter 38 Public Nuisance Ordinance including the possibility of reducing verifiable complaints to 2, thus to be returned to the September Human Services Committee meeting.*
7. Resolution re: Reclassification of Position Health Department Health Aide.
8. Budget Adjustment (13-70): Increase in expenses with offsetting increase in revenue.
9. Director's Report.

Human Services Department

10. Executive Director's Report.
11. Financial Report for Community Treatment Center and Community Programs.
12. Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
13. Request for New Non-Continuous Vendor.
14. Request for New Vendor Contract.
15. Resolution re: Northeast Wisconsin Long Term Care District County Board Resolution to Authorize NEW Family Care to Enter into a Contract with the Department of Health Services.

Aging & Disability Resource Center – No agenda items.

Syble Hopp School – No agenda items.

Veterans Services – No agenda items.

Other

16. Audit of bills.
17. Such other Matters as Authorized by Law.
 - a. Discussion regarding setting the date for the Human Services Budget Meeting.

Patrick Evans, Chair

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ADMINISTRATION COMMITTEE

Steve Fewell, Chair
Tim Carpenter, Vice Chair
David Steffen, Thomas De Wane, Allan Jamir

ADMINISTRATION COMMITTEE

Thursday, September 26, 2013

5:00 p.m.

Room 200, Northern Building
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda
- III. Approve/Modify Minutes of August 29, 2013.

Comments from the Public

1. Review Minutes of:
 - a. Housing Authority (July 15, 2013).
 - b. Housing Authority (Special Meeting of July 29, 2013).

Communications

2. Communication from Supervisor Robinson re: That the County consider policies and practices making it possible for supervisors to access technology to fulfill their responsibilities (e.g. borrowing laptop computers for watching DVD testimony). *Held for one month.*

Corporation Counsel

3. Monthly Report for August, 2013.

Treasurer

4. Budget Status Financial Report for the Months of June and July, 2013.
5. Treasurer's Financial Report for the Months of June and July, 2013.
6. Treasurer's Report.

Child Support

7. Budget Status Financial Report for July, 2013.
8. Budget Adjustment Request (13-85) Category 5: Increase in expenses with offsetting increase in revenue.
9. Administrator Summary for August/September, 2013.

Department of Administration/Technology Services

10. Administration Budget Status Financial Report for July, 2013.
11. Technology Services Budget Status Financial Report for July, 2013.
12. 2013 Budget Adjustment Log.
13. Budget Adjustment Request (13-83) Category 3b: Reallocation of personnel services and fringe benefits to fit another major budget class except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.
14. Director of Administration's Report.

Human Resources

15. Budget Status Financial Report for July, 2013.
16. Activity Report for August, 2013.
17. Resolution re: Reclassification of Positions Clerk/Typist II, Clerk II, Clerk II/Data Control.
18. Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I.
19. Resolution re: Reclassification of the Information Services Director Position Technology Services Department.
20. Directors Report.

County Clerk – No agenda items.

Other

21. Audit of bills.
22. Such other matters as authorized by law.
 - a. Discussion regarding setting the date for the Administration Committee Budget Meeting.
23. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

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SEPTEMBER 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day <i>County Board Office Closed</i>	3	4 Public Safety 5:30 pm Listening Session 6:00 pm	5 Ed & Rec 5:30 pm	6	7
8	9 Executive Cmte 5:30 pm	10	11	12 Listening Session 6:00	13	14
15	16	17 Vets Recognition Subcommittee 5:00 pm	18 Board of Supervisors 7:00 pm	19	20	21
22	23 Land Con 6:00 pm PD&T 6:15 pm	24	25 Human Svc 6:00 pm	26 Admin 5:00 pm	27	28
29	30 Special Board of Sup Grievance Hearing					



OCTOBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 5:30 p.m.	3 Ed & Rec Cmte 5:30pm	4	5
6	7 Executive Cmte 5:30 pm	8	9	10	11	12
13	14	15 Vets Recognition Subcommittee 5:00 pm	16 Board of Supervisors 7:00 pm	17	18	19
20	21	22 Human Svc 5:30 pm	23	24 Admin 5:00 pm	25	26
27 	28 Land Con 6 pm Plan Dev & Trans 6:30 pm	29	30 Special Board of Sup Grievance Hearing	31 		

BROWN COUNTY COMMITTEE MINUTES

- Board of Adjustment (September 16, 2013)
- Children With Disabilities Education Board (August 27, 2013)
- Fire Investigation Task Force (June 20, 2013)
- Housing Authority Special Meeting (July 29, 2013)
- Human Services Board (September 12, 2013)
- Library Board (August 15, 2013)
- Planning Commission Board of Directors – Transportation Subcommittee (February 25, 2013)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES FOR THE SEPTEMBER 16, 2013, BOARD OF ADJUSTMENT

The following are the results of a public hearing that was held before the Board of Adjustment (“Board”), created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Chapter 22; Private Sewage System Ordinance, Chapter 11; and Floodplains Ordinance, Chapter 23, in Room 391, 3rd floor of the Northern Building, 305 E. Walnut St., Green Bay, at 4:30 p.m. on Monday the 16th day of September, 2013. The appeal taken by Tim Van Effen denying his request for a reduced amount of fill around his residential home which is located in the floodplain was **approved**. The property is Lot 2 of 49 CSM 148 being part of Lot 20 of the Town of Scott Assessor’s Plat #3 in the Town of Scott at 4533 Point Comfort Lane, Parcel # SC-1603-20-2 (“Property”). **Vote 3-0**

The appeal taken by Ruth Ann Larsen denying her request for an in-ground pool 23 feet from the ordinary high-water mark of the Bay of Green Bay was **approved**. The property is all of Lot 3 and part of Lot 2 Shore Acres Plat in the Town of Green Bay at 5881 Shore Acres Road, Parcel # GB-686 (“Property”). **Vote 3-0**

Dated this 18th day of September, 2013.

Brown County Board of Adjustment
Allan Duchateau
Bill Ullmer
Richard Huxford
Vacant-Alternate

PROCEEDINGS OF CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, August 27, 2013

Present: B. Clancy, K. Gustman, J. Mitchell

Excused: S. King

Also Present: B. Natelle, A. Nizzia, L. Palm, M. Brick, S. Keckhaver, J. Perleberg

1. Call to order – 4:00 p.m. – K. Gustman
2. Action Item: Approval of May 14, 2013 and July 23, 2013 Board Minutes: B. Clancy moved to approve the minutes of the May 14, 2013 and the July 23, 2013 Board Meetings. J. Mitchell seconded the motion. Motion carried.
3. Action Item: Approval of Agenda: J. Mitchell moved to approve the agenda as presented. B. Clancy seconded the motion. Motion carried.
4. Action Item: Donation: Aurora Health Care Employee Partnership Campaign sent a check for \$258.48 for its 2012 second quarter donations. These donations have been designated for our technology needs.

The Knights of Columbus, Msgr. Basche Council #4505, donated \$535.60 toward the summer SOAR Program.

The Knights of Columbus, Council #10714, donated \$170.60 toward the summer SOAR Program.

The Knights of Columbus, Council #10260 Flintville, donated \$414.71 from their Tootsie Roll Charity Drive for Hopp needs.

Jeff Kanzelberger of Performa donated 4 tickets for family night to be given to a Hopp student and their family.

Sara Marchant donated soccer and basket balls to the Phy Ed program.

Betsy Foley donated a 17" computer monitor for student/staff use.

The following donations have been received for our playground project:

Nicolet National Bank Foundation - \$42,750

The George Kress Foundation - \$5,000

Cornerstone Foundation of Northeast Wisconsin - \$5,000

K.C. Stock Foundation - \$5,000

Knights of Columbus, Abbott Pennings Council #3955 - \$419.96

Green Bay Community Service Club, Inc. - \$200

Ullmer's Dairy Equipment - \$500

J. Mitchell moved to accept these generous donations and continued gifts. B. Clancy seconded the motion. Motion carried.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, AUGUST 27, 2013:

5. Action Item: Nomination of Officers: B. Clancy moved to nominate K. Gustman as Chairperson of the CDEB. J. Mitchell seconded the Motion. Motion carried.

K. Gustman moved to nominate B. Clancy as Clerk of the CDEB. J. Mitchell seconded the motion. Motion carried.

6. Action Item: Election of Officers: B. Clancy moved to elect K. Gustman as Chairperson. J. Mitchell seconded the motion. Motion carried.

K. Gustman moved to elect B. Clancy as Clerk of the CDEB. J. Mitchell seconded the motion. Motion carried.

7. Action Item: Review Board Policy 5.01(a) Use of Technology: J. Perleberg reviewed the policy and the proposed changes. The Board will consider changes and take action on the policy during their next scheduled meeting.

8. Action Item: Review Board Policy 3.03 Medical Examination and TB Test. B. Natelle reviewed the policy stating there are no proposed changes. B. Clancy moved to accept the policy as presented. J. Mitchell seconded the motion. Motion carried.

9. Action Item: Resignation: B. Natelle read a letter from M. Nichols who is retiring from his teaching position after 20+ years. J. Mitchell moved to accept the retirement of M. Nichols with regret. B. Clancy seconded the motion. Motion carried.

B. Natelle read a letter from M. Destree resigning from the Instructional Aide position that works in the kitchen with the student. Mrs. Destree worked at Hopp for the past 12 years. J. Mitchell moved to accept the resignation of M. Destree with regret. B. Clancy seconded the motion. Motion carried.

10. Action Item: Replacement Position: L. Palm presented S. Macholl as teacher for the vacant position at Heritage Elementary. Ms. Macholl did her student teaching and substituted at the school in the past. J. Mitchell moved to offer a teaching contract to S. Macholl for the 13-14 school year. B. Clancy seconded the motion. Motion carried.

11. Parent Organization: A. Nizzia reported that the Parent Organization is taking over the Dash for a Splash 5k run/walk this year. B. Clancy moved to receive and place the Parent Organization report on file. J. Mitchell seconded the motion. Motion carried.

12. Action Item: Financial Report: B. Clancy moved to approve the financial report ending June 30, 2013. J. Mitchell seconded the motion. Motion carried.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, AUGUST 27, 2013:

S. Keckhaver reported that the auditors have been in and completed the audit for the 2012-2013 school year. It is requested that a transfer of funds in the amount of \$1,768,337.11 be made from Fund 10 (General Fund) to Fund 27 (Special Education Fund). This transfer of funds is a requirement per the Department of Public Instruction financial reporting system. B. Clancy moved to transfer of funds from Fund 10 to Fund 27 in the amount of \$1,768,337.11 for the school year ending 2012-2013. J. Mitchell seconded the motion. Motion carried.

J. Mitchell moved to approve the financial report ending July 31, 2013. B. Clancy seconded the motion. Motion carried.

13. Approval of Lunch Fees and School Fees: B. Natelle reported that the school lunch program is self-funded. In accordance with the new Federal guidelines for meal pricing, within the next 7 years the student full-priced meals need to be brought up to the Weighted Average Price. The Weighted Average Price for 2012-2013 is at \$2.46. The Weighted Average Price requirement is as follows:

Students:

Lunch: Full-Priced:	Current at \$2.35	Proposed – Change to \$2.45
Lunch: Reduced-Priced:	Current at 40¢	Proposed – No Change
Extra Milk	Current at .30¢	Proposed – No Change

B. Clancy moved to set lunch prices as required. J. Mitchell seconded the motion. Motion carried.

Student school fees were reviewed for the area districts and found that the Hopp fees should remain at \$15 for early childhood, primary and intermediate age students; \$25 for high school age students. B. Clancy moved to keep the fees at \$15 and \$25 for 2013-2014 school year. J. Mitchell seconded the motion. Motion carried.

14. Action Item: Substitute daily rate for the 2013-2014 school year: B. Clancy moved to table this item until the September, 2013 meeting. J. Mitchell seconded the motion. Motion carried.
15. Administrator Report:
- B. Natelle reported for J. Skenadore that Coppens completed the roof project with removing the rocks and replacing the membrane. School is ready for the new school year. Lee Cornell, retired from Zeise Construction, came in to add more memorial tiles to the wall in the pool area.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, AUGUST 27, 2013:

- b. M. Brick reported to the Board that we have had two school years with daily City Transit service in front of school. The school has used this transportation for transitioning students to their work sites and for community experiences. We encourage staff to utilize the City Transit more often.

Mrs. Brick updated the Board regarding transportation to Syble Hopp and the districts that we serve. There are bus aides that are not full-time staff who will be returning to ride the bus routes. We will continue utilize staff until additional bus aides can be hired. Mary works with Lamers Bus Lines to assign each child a seat. One child is assigned per seat, however, if two are required to sit together, boys sit with boys and girls sit with girls. Students must stay in their assigned seats. This procedure is done for the safety of the children.

- c. A. Nizzia reported to the Board that planning continues on the playground. Miller & Associates along with Rick Ledvina from the County Park Department have been working as a team with us so we can build a playground that will meet all the students' needs.
- d. L Palm reported that the district programs are up and ready to go. There are no new changes to the district programs since spring. Staff has been busy getting their classroom ready.
- e. B. Natelle reported that the DePere Police Department and DePere City Council has deemed that there is no parking on the north side of Scheuring Road during school hours. There will be a letter that goes out to parents explaining where they can park to drop their children off during the time that busses are in the front circle area.

B. Clancy moved to receive and place on file the Administrator report. J. Mitchell seconded the motion. Motion carried.

- 16. Payment of bills: J. Mitchell moved to pay the bills for the month ending June, 2013 totaling \$265,266.77 and the bills for the month ending July, 2013 totaling 27,312.74. B. Clancy seconded the motion. Motion carried.
- 17. Executive Session: The Board will move to Executive Closed Session as allowed by Wisconsin stats 19.85 (1)(c)(f) (i) for the purpose of personnel issues. B. Clancy moved to go into Executive Closed Session as allowed by Wisconsin stats 19.85 1)(c)(f) (i) for the purpose of personnel issues. J. Mitchell seconded the motion. Motion carried.
- 18. Staff Request: None.
- 19. Adjournment: J. Mitchell moved to adjourn at 5:00 p.m. B. Clancy seconded the motion. Motion carried.

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on June 20, 2013, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Present: Mike Nieft, Todd Delain, Brad Muller, Larry Mours, David Lasee, Joe Gabe

Excused: Eric Dunning, Ed Janke

Item #1. Adoption of Agenda.

Motion made by Mours and seconded by Muller to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Meeting of March 21, 2013.

Motion made by Delain and seconded by Muller to approve the minutes from the last meeting. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

Muller reported that the fire investigation unit responded to the following fires since the last meeting:

03-20-13 5028 Dickinson Road, Glenmore (single-family residence/undetermined)
03-26-13 2451 CTH ZZ, Rockland (single-family residence/undetermined)
03-29-13 906 Derby Lane, Allouez (single-family residence/undetermined)
04-14-13 1473 Crooks Street, Green Bay (single-family residence/accidental/juvenile)
05-07-13 1291 Circle Drive, Ashwaubenon (single-family residence garage/undetermined)
05-23-13 3415 Hilltop Way, Allouez (apartment complex/under investigation)
06-07-13 827 Ricky Drive, Green Bay (duplex/under investigation)
06-19-13 13881 Velp Avenue, Suamico (single-family residence/under investigation)
06-19-13 1378 CTH J, Hobart (single-family residence/accidental)

Item #4. Report of General Membership President.

Muller reported that 18 members attended the spring IAAI conference—8 investigators and the rest interns. Joe Gabe ran the General Membership meeting in May. Everyone was reminded where reports are to go. The BATS program is still being worked on. AR80 training followed the meeting.

Item #5. Financial Report.

Delain reported that as of May 31, 2013, there is \$20,086.01 left in the budget for the year, although there is \$3,068.03 in outstanding bills. He stressed that members wanting to attend conferences should let Barb Peters know by the deadline; otherwise, it costs more money. The financial report will be sent out with the meeting agenda in the future.

Item #6. Old Business.

A. Disposition of Case Proceedings.

Lasee reported that 25 arson cases have been referred to the Brown County District Attorney's Office since 2009 and that a good portion of those dispositions are guilty due to pleas. He stated that there are a couple of cases pending.

B. Discussion on New Vehicle.

Muller stated that he has a couple of things in the works as far as a new vehicle. Delain stated that the purchase of a new vehicle will need to go in front of the Public Safety Committee to get their blessing. Another option mentioned for a new vehicle was lease-to-own.

Item #7. New Business.

Dave Konrath briefly came into the meeting and requested of the Board that two additional investigators from the Brown County Sheriff's Office temporarily be put on as fire investigators due to the fact that Lance Catalano and Rick Davidson will be retiring in the near future. By doing this, the new investigators will be able to train with Catalano and Davidson before they retire. It was stated that there are currently three investigator openings due to the change in the bylaws.

It was noted that investigators Brad Neville, Eric Johnson, and Joe Gabe are now all part of the Green Bay Metro Fire Department due to the merger of the Allouez and Green Bay fire departments and that the bylaws state that there may not be more than two investigators at any one time from any other department (other than the Sheriff's Office) unless approved by the Board of Directors. Motion was made by Delain and seconded by Lasee to approve that Green Bay Metro Fire Department be allowed to have the three members remain on as investigators. **Motion carried.**

Muller stated that he received three applications for investigator from Steve Zich from Green Bay Metro Fire Department (who has applied before), Ben Hermans from De Pere Fire Department, and Karl Linsmeier from Green Bay Metro Fire Department.

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Muller stated that he had Steve Zich and Brad Neville fill out new applications due to the fact they are now working for the Green Bay Metro Fire Department since Allouez's merger with Green Bay.

Item #8. Report of Juvenile Firesetter Program Coordinator.

Nieft reported that Nick Craig had three juveniles in the JFS program since the last meeting.

Item #9. Other Matters.

Election of officers will be held at the next Board meeting in September.

Item #10. Set Date, Time, and Location of Next Meeting.

The next meeting was set for September 19, 2013, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Item #11. Adjourn.

Meeting was adjourned.

Respectfully submitted,

Marsha Laurent
Recording Secretary

2013 TOTAL BROWN COUNTY FIRE INVESTIGATION EXPENSES

\$30,000 START

DATE	EQUIPMENT	TRAINING	FIRE CALLS	MEETINGS	TOTAL	REMAINING BUDGET
JANUARY	123.00	226.70	60.00	0.00	\$409.70	\$29,590.30
FEBRUARY	141.78	30.00	0.00	0.00	\$171.78	\$29,418.52
MARCH	107.97	100.00	2,136.26	0.00	\$2,344.23	\$27,074.29
APRIL	108.60	0.00	0.00	0.00	\$108.60	\$26,965.69
MAY	115.22	3,400.00	3,364.46	0.00	\$6,879.68	\$20,086.01
JUNE	179.08	2,971.73	1,480.66	0.00	\$4,631.47	\$15,454.54
JULY	159.98	0.00	1,748.56	0.00	\$1,908.54	\$13,546.00
AUGUST	0.00	0.00	1,144.10	0.00	\$1,144.10	\$12,401.90
SEPTEMBER	0.00	0.00	0.00	0.00	\$0.00	\$12,401.90
OCTOBER	0.00	0.00	0.00	0.00	\$0.00	\$12,401.90
NOVEMBER	0.00	0.00	0.00	0.00	0.00	\$12,401.90
DECEMBER	0.00	0.00	0.00	0.00	\$0.00	\$12,401.90
TOTAL	\$935.63	\$6,728.43	\$9,934.04	\$0.00	\$17,598.10	

SPECIAL MEETING

MINUTES BROWN COUNTY HOUSING AUTHORITY Monday, July 29, 2013, 3:00 p.m. City Hall, 100 N. Jefferson Street, Room 400 Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick—Chair, Ann Hartman, Corday Goddard, Adam DeKeyser

MEMBERS EXCUSED: Sup. Andy Nicholson

OTHERS PRESENT: Robyn Hallet, Rob Strong, Stephanie Schmutzer, Juliana M. Ruenzel (Corporation Counsel), Doug Schneider (Press Gazette)

Introductions were made for the new Commissioner, Adam DeKeyser, and the guests.

ORDER OF BUSINESS:

1. Review and possible action with respect to the BCHA's application to manage the state project-based housing vouchers

R. Strong stated that a year ago the BCHA had an offer from Nan McKay & Associates and LOMOD to contract with them in managing the project-based housing vouchers throughout the State of Wisconsin. BCHA agreed to move forward with this action and accepted the offer. An application was submitted to HUD, but for various reasons HUD has not yet made a decision. HUD is expected to announce the winners on August 1, 2013. Last Wednesday, WHEDA, who currently manages this program, had contacted the BCHA requesting to meet with staff and Corporation Counsel to discuss some issues regarding BCHA's application to HUD.

T. Diedrick read the closed session language: Closed session deliberation and possible action regarding BCHA's application to manage the state project-based housing vouchers. Pursuant to Wis. Stat. § 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Authority may thereafter reconvene in open session pursuant to Wis. Stat. § 19.85(2), to report the results of the closed session and consider the balance of the agenda.

A roll call vote was taken to go into closed session. Meeting moved into closed session, at which point S. Schmutzer and D. Schneider exited the meeting.

Open session resumed.

J. Ruenzel stated that she will need a letter stating that the BCHA will withdraw their application, along with a copy of the special meeting minutes.

A motion was made by C. Goddard and seconded by A. Hartman for the BCHA to withdraw their application from this project. Motion carried.

T. Diedrick stated that BCHA should also generate a letter to WHEDA to notify them that BCHA is still interested in continuing their relationship with them, but they are not pleased with the way this was handled.

A motion was made by A. Hartman and seconded by A. DeKeyser to adjourn the special meeting for the BCHA. Motion carried.

Meeting adjourned at 3:35 p.m.

Kv:rah:ejns

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, September 12, 2013 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Craig Huxford, Helen Smits, Paula Laundrie, JoAnn Grashberger, Susan Hyland

Excused: Carole Andrews, John Van Dyck, Bill Clancy

Also

Present: Jeremy Kral, Executive Director
Tim Schmitt, Finance Manager
Mary Johnson, Hospital & Nursing Home Administrator
Jim Hermans, Child Protection/Juvenile Justice Manager
Kerry Draxler, Shelter Care Supervisor
Kevin Brennan, Child Protection Supervisor

1. Call Meeting to Order:

The meeting was called to order by Chair Tom Lund at 5:15 pm.

Citizen Board Member Susan Hyland entered meeting at 5:16 p.m.

2. Approve/Modify Agenda:

LAUNDRIE/GRASCHBERGER moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of August 8, 2013 Human Services Board Meeting:

HUXFORD/SMITS moved to approve the minutes dated August 8, 2013.
The motion was passed unanimously.

4. Executive Director's Report

Executive Director Jeremy Kral presented and handed a written report to the board (attached).

Q: Citizen Board Member Smits asked if our reduction of beds in the hospital is going to leave enough space for our psychiatric needs.

A: Kral stated that our average census is around 16-17 and a handful of those individuals would be appropriate to be placed at the new CBRF, therefore hospital capacity should not be an issue. Johnson added that during the transition period, we have plans with Bellin and diversion for any overflow needs.

LAUNDRIE/HYLAND moved to receive and place on file.
Motion was carried unanimously.

5. Preparing Youth in Out of Home Care for Independent Living.

- Jim Hermans introduced Kerry Draxler, Shelter Care Supervisor and Kevin Brennan, Child Protection Supervisor. He stated that we have invested a lot in the area of independent living due to its importance. We have been organizing within our units as well as with community partners. As youth transition into adulthood, it is important that they have some measure of support and belonging to the community as a whole. Kerry Draxler presented and handed a written powerpoint to the board (attached).

Q: Chairman Lund asked if children in foster care generally get their driver's license since it is an important step towards independence including obtaining a job.

A: Brennan stated that counties differ in their internal rules on licenses but we have always supported that as an important milestone and a bridge to independence. To deny it would create a disadvantage for the youth. To obtain a license, the youth needs a sponsor who would normally be the foster parent but that does require a level of trust between them.

Q: Chairman Lund asked what percentage of foster care youth 16 and older have jobs.

A: Draxler stated those who hit age 17 usually do start working and saving money. If they aren't working, many are volunteering to learn job skills and focusing on schooling. Brennan added that the whole goal is self-sufficiency and stated that we need to be aware that some kids exiting our system are on an accelerated timeframe.

- Brennan stated there are a couple things that CPS ongoing staff are doing:
 - Permanency pact – discussion with the youth at the time of exit and a specific plan on paper that answers questions like “what do I do if I get a flat tire?” or “where should I go for the holidays?”.
 - Transitional roundtables – brings all the people who are important to the child's life together to have the hard conversations of how things are going to work in the future. Draxler stated this avoids rushing and panic towards the end.

Q: Citizen Board Member Smits stated that sometimes at that age, youth are not used to doing any long-term planning and are only focused on what is going on right now.

A: Draxler stated that most of the foster parents do act as a support to the youth even after their commitment is complete.

Q: Citizen Board Member Hyland asked about our quality of foster care as she in the past have worked with both good and concerning homes. She asked how they are selected and scrutinized and also if we are short on providers.

A: Brennan stated there is an extensive licensing process and our coordinator does interviews, background checks and a long training consisting of core curriculum. We place a lot of importance on laying out goals and expectations. Brennan stated you can never have enough good foster homes. You need to always have a certain capacity but everyone has their comfort zone when it comes to caring for kids. Hermans added that while we are always trying to reduce the need for placements outside of the home, we want to have an ample supply of good

foster homes so we have good choices to match the needs of the child with a family.

Q: Citizen Board Member Laundrie asked if they are always two parent homes that we utilize.

A: Draxler stated that we do not have that requirement unlike the American Foundation who requires that for treatment foster homes.

Q: Citizen Board Member Grashberger asked if we have ever had a situation where we had to move a child from a foster home since parents were not providing enough support.

A: Brennan stated we try to provide education and support as it would be really disruptive to the child's life to be removed. Sometimes parents request the child be removed and unless it is an emergency, we have thirty days to fulfill that request.

- Brennan stated we have started using foster homes to boost the natural supports in order to keep children connected to their biological parents. Respite is also an integral part of the foster care program in order to allow for breaks. Hermans stated the concept of shared parenting with foster care and biological parents is something we are developing. Brennan added that we do plan that children will go back to their biological family eventually so we train them to deal with same issues that might arise that originally removed them in the first place.

Q: Citizen Board Member Laundrie asked if they children who turn 15 are emancipated when they utilize independent living services.

A: Brennan stated that emancipation does not exist in Wisconsin statute. Draxler stated we they use the program, they actually don't go out and find independent living but just start the preparations for it.

Q: Citizen Board Member Huxford asked if there is a difference between our staff services and the services Family Services provide.

A: Hermans stated that we are in the best position with knowing the youth and their family to be the difference maker. In the past, we have been more reliant on others to cover those bases but now have more staff to cover that piece and do it in the best way. Brennan stated we do take an assessment of their skills and what each individual needs to learn. Chairman Lund stated he believed the caseworker is the best person to work with the child versus a third party since trust is really important.

- Brennan stated that a facebook page has been created to keep communication going with youth. If a youth takes off at age 18 and comes back at age 20 and say they need help, we will be there for support.

LAUNDRIE/SMITS moved to receive and place on file.
Motion was carried unanimously.

6. Financial Report

Schmitt had submitted a written report with the board packet agenda.

HYLAND/HUXFORD moved to receive and place on file.
Motion was carried unanimously.

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

Next Meeting: Thursday, October 10, 2013
5:15 p.m. – Sophie Beaumont Building, Board Room A

11. Adjourn Business Meeting:

HUXFORD/LAUNDRIE moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:55 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

Brown County Human Services

Executive Director's Report to the Human Services Board

September 12, 2013

Members of the Board:

Let me begin by thanking you for your support in reviewing and endorsing the budget which was presented to you last month. Senior Human Services Department staff presented our budget suggestions to the County Executive and in the coming weeks the formal Executive budget will be released to the public. Thanks for your participation in the process.

As you may be aware, momentum is building toward the possibility of Family Care expansion in northeast Wisconsin. The state budget bill directed the Wisconsin Department of Health Services to submit a report to the Joint Finance Committee providing further analysis of long term care reform. This report is due by December 14. The Human Services Department is making early preparations for the outcome that the report is received favorably and expansion is authorized. This event would set a course leading to Family Care in Brown County, likely in 2015. We will pass along information as it becomes available, as will Rolf Hanson the NEW Family Care District's CEO and Brown County District representative, Carole Andrews.

The Economic Support Unit is gearing up for increased business related to the implementation of the Affordable Care Act, often called Obamacare. We expect an increase in call volumes due to eligibility changes associated with the law. Our department will not be assisting applicants in applying for health insurance through the exchange, but an increase in requests for information and increased applications for Medicaid are expected. This unit is always performing at a high level and we are confident that their dedication and skills will carry our department through what we expect to be a very busy time.

In the CTC, construction has begun on the redesign project. The hospital has been reduced to a 16-bed facility which allows for billing of Medicaid services to patients. We have made plans to utilize the contracted diversion facility for those who can safely be served there and Bellin Hospital has agreed to assist if we have needs for capacity while the construction is ongoing. After the construction, the 15-bed Community Based Residential Facility will allow for additional service capacity and revenue generation and we look forward to that being completed prior to the 2014.

You will hear tonight a presentation about services available to young people who are transitioning to adulthood after being served by the child protection or juvenile justice area. Services to these youth are an important portion of what the department does and you will hear about several of the possible avenues through which these young people may be supported or assisted in becoming independent. I probably cannot discuss the concepts and particular interventions with the eloquence or detail that our presenters will, but I want to take advantage of the opportunity to express to the Board that these services are a vital bridge from being in placement as a young person to becoming a successful, independent young adult.

Respectfully Submitted By:

A handwritten signature in dark ink, appearing to read 'Jeremy Kral', is written over a large, light-colored circular stamp or seal.

Jeremy Kral
Executive Director

Independent Living Services

BROWN COUNTY HUMAN SERVICES
DEPARTMENT

Federal Funding

- **John H. Chafee Foster Care Independence Act of 1999**
 - Provides funding
 - Outlines program requirements

Anticipated Need in 2013

- **It is anticipated that in 2013 between 10-12 youth will be aging out of foster care or kinship placement**
- **The projected number of youth to be served between the ages of 18-21 is 45.**
 - Does not include youth that refuse services
 - Incarcerated youth
 - Youth whose whereabouts are unknown/outdated contact information

Independent Living Services (ILS) Eligibility

- **Eligibility for ILS begins at age 15 ½**
- **Our Department begins planning for the youth well before their 18th birthday**
 - Primary goal is still Reunification to a parent or relative
 - Independent Living Program, Community Services Team, Administrative Review, Permanency Roundtables

Primary Focus of Independent Living

- **Teach the youth to become a good citizen**
 - Restorative Justice
 - Interpersonal Skills through Independent Living
- **Teach the youth Self Sufficiency**
 - High School Diploma, HSED or GED
 - Gainful employment
 - Post-secondary education or training

Youth Independent Living Staff in Brown County

- **Independent Living Services (ILS) is housed out of Brown County Shelter Care**
- **Many individuals work with ILS Youth to help plan for their exit from foster care**
 - IL Coordinator
 - CPS Case Managers
 - Juvenile Justice Case Managers
 - Foster Care Workers
 - Foster Parents/Relative Care providers

Mandated Services for Eligible Youth

- **Basic Living Skills**
 - Cooking Classes
 - Grocery Shopping
 - Laundry
 - Hygiene
 - Health/Medical
 - Interpersonal Skills
- **Increase knowledge of local resources**
- **Job Seeking Assistance**
- **Assistance in enrolling in secondary education/training**
- **HealthCare**
- **Financial Self Sufficiency**
- **Assistance with housing**

Mandated Services for Eligible Youth

- **Transportation**
- **Assistance in Obtaining Personal Documents**
 - State ID
 - Birth Certificate
 - Social Security Cards
- **Credit Checks**
- **Mentoring**
- **Case Management**

Barriers

- **Unavailable Housing**
 - Waitlists into transitional living programs are at least a year
- **Participation by Youth**
 - Youth refuse participation despite encouragement
 - Youth exit care prior to court order ending (runaways or leaving at 18 to squatting situations)
- **Unemployment**
- **Youth are taken advantage of**
- **Criminal background of youth**
- **Lack of funding for needed services**

Agency Wide Response

- **There are a number of Departments within Brown County that have taken an active role in meeting the needs of our youth**
 - Brown County Shelter Care
 - Juvenile Justice
 - Child Protection
 - Children and Adolescent Behavioral Health Unit (CABHU)
 - Foster Care
 - UW-Extension
 - Purchasing
 - Children's Waiver
 - Volunteer Services
 - Economic Support
 - Payee Services



Community Response

- **The Department recognizes that alone the needs of the youth transitioning cannot completely be met**



Community Response

- **Foster Youth Exiting Out of Home Care Community Group**
 - Consists of service providers in the community
- **Present goals of the group are:**
 - Service mapping
 - Identify gaps in service
 - Identify unmet needs
 - Develop programming and identify grant writing opportunities to meet those needs



Community Members

- Brown County Shelter Care
- Brown County Juvenile Justice
- Brown County Child Protection
- CASA of Brown County
- American Foundation of Counseling (Foster Care)
- Advocates for Independent Living
- Family Services- Transitional Living Program
- Catholic Charities
- YWCA
- Volunteer Center of Green Bay

NEW Volunteer Program

- **Fostering Youth Independence (FYI)**
 - Volunteer program where mature mentors are matched with youth when they become eligible for Independent Living Services
 - Assist youth with basic living skills, assist with support in seeking employment and/or applying for college
 - Supported through Independent Living and Volunteer Services

Looking Ahead



- Identify agencies and community groups that offer supportive housing options for the youth
- Supporting foster parents as youth are preparing for adulthood and the transition out of foster care
- Increasing community awareness of the issues that face youth as they enter adulthood without family support

Questions?



PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **August 15, 2013 at 5:15 p.m.** at the **Brown County Ashwaubenon Branch Library, 1060 Orlando Drive, Green Bay, WI**

PRESENT: KATHY PLETCHER, CARLA BUBOLTZ, DON CARMICHAEL, BOB NIELSEN, TIM NIXON, VICKY VAN VONDEREN, and TERRY WATERMOLEN

EXCUSED: CHRISTOPHER WAGNER

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler and Anne Mead (staff); Doug Schneider (Green Bay Press-Gazette)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:15 p.m.

CONSENT ITEMS

a. Approve/modify agenda

Motion by T. Watermolen, seconded by C. Buboltz, to approve the agenda. **Motion carried.**

b. Approval of minutes

Motion by D. Carmichael, seconded by V. Van Vonderen, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

Anne Mead, Ashwaubenon Branch Manager welcomed the Library Board to the library. She reported that summer was very busy with good attendance at programs for children, teens, and adults. The library's implementation of Community Connect, the interactive software application that analyzes demographic and real-time library statistics identified four major population segments for the Ashwaubenon Branch Library service area. Anne noted that those segments were the exact match to staff perception of the patrons who use the library (Cozy and Comfortable; Mid-life Junction; Green Acres; and Old and Newcomers). Another advantage of Community Connect is the opportunity to improve service to current library users and target those who don't use the library (market potential). D. Carmichael complimented this early implementation by branch staff and encouraged its continued use.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

There was no report as a meeting was not held in August.

STRATEGIC PLANNING DISCUSSION

The fourth section of the strategic plan that concentrates on providing a third place to engage community continues to be worked on. The goal is to finish this section, make suggested changes to other sections, and then start editing. L. Stainbrook reported that the plan will be an agenda item for every Department and Branch Head meeting so supervisors keep familiar with it. A new department and branch highlight form is being introduced. It aligns itself with the priorities of the strategic plan and focuses on successes and challenges as well as the plans for next month. This strategic plan will be effective for about 5 years and will include a 2-year action plan (staff-driven). K. Pletcher commented that the honing of the mission statement was really purposeful as it was put into action last week in response to Supervisor Hopp's communication to the Executive Committee which would have prohibited the library (and other county agencies/departments) from participating in any non-mandated activities related to the implementation of the Affordable Care Act (ACA). V. Van Vonderen complimented L. Stainbrook on her responses to County Supervisors and particularly the fact that the Brown County Library is a trusted place that county residents and taxpayers look to for information assistance and support in using resources. The ACA Navigator role is not a role the library would assume. B. Nielsen commented that the time and effort expended on this topic was dissatisfying as a taxpayer. L. Stainbrook reiterated that the library's role is to be neutral and she is comfortable knowing staff will know what sources to use to find answers to questions that will be asked on this subject. T. Watermolen saw this meeting's dialogue as an opportunity to state what the library is and what it provides. In the end the outcome was positive.

LIBRARY BUSINESS

a. Information Services Report L. Stainbrook mentioned some updates: Bibliotecha installed a RFID self-check at the Southwest Branch for testing before installation takes place at the Kress Family Branch; credit cards are now accepted on Central's check out stations and 3 of 4 coin hoppers now accept dimes; and two patches to correct the Sirsi system from going down will be installed. D.Carmichael asked about cost-effectiveness of using a credit card to pay for a \$2 fine. Reconciliation is easier and start-up cash is tracked and dispenses overage automatically, therefore eliminating staff time.

b. Financial Manager's report, bills and donations Financial reports for July, 2013 were not available since I.S. chargebacks had not been received. There were no bills out of the ordinary.

c. Budget

1. Approve Budget Adjustment Notice for Professional Services and Design Work: Transfer funds for professional services and design work to estimate cost for Ashwaubenon branch main entrance, roof and circulation area remodel project and for Weyers-Hilliard branch drive-up window feasibility study. The costs for the retrofit of fixtures at Central Library came in under budget and funds will be transferred from this account to cover the proposed professional services. These items were in the 2013 Facility Maintenance Plan. Motion by T. Nixon, seconded by T. Watermolen, to approve the Budget Adjustment Notice for Professional Services and Design Work in the amount of \$15,500 from Repairs & Maintenance - Building. Motion carried.

d. 2014 Budget

1. Approve Budget Initiatives Motion by C. Buboltz, seconded by V. Van Vonderen, to approve the 2014 budget initiatives as presented. Motion carried.

e. Facilities Report

1. Progress Report on Cellcom Children's Vegetable Garden Martell Construction demolished the concrete plaza. Their services were donated. Remaining work includes securing the utilities (sprinklers and electrical), and installing top soil and screening. Gerry Andrews, a landscape architect from Landscape Associates, is donating his expertise for landscape architecture. A walk-through for the fence took place. Bids are due soon and installation should take place by late September. Many thanks go to Mike Carney from Martell and Tony Cornelius who ran the equipment as well as the other workers. Motion by T. Watermolen, seconded by Buboltz, to send a thank you letter from Board and create a resolution of appreciation for Martell. V. VanVonderen suggested that this be done for everyone who donates to this project. Motion carried to send letters to the four significant donors at this time.

2. Library Locations T. Watermolen doesn't think the board can act until a recommendation is made by the library/museum co-location Task Force. He feels it is an important topic to review but until more information is known, the board's hands are tied. A communication from John VanderLeest suggested looking at various locations (East in particular due to its crowdedness). There may be opportunity to seek a partnership with the Village of Bellevue. Other opportunities could exist in Ashwaubenon. The Board understands the importance of considering all libraries when discussing potential future locations. It was noted that neighborhoods have life cycles in demographics. Community Connect and County Planning will be useful in answering questions and making projections about population density, driving time, transportation needs, etc. Many towns are restarting their comprehensive plans which look forward ten years (based on census data). K. Pletcher suggested that Chuck Lamine from County Planning be invited to the next board meeting to give advice and guidance on how to approach future library locations as well as learning about the Comprehensive Planning process.

3. Update on Various Projects Due to the Monroe Avenue reconstruction, the Central Library experienced a planned water shut off (4-hours). Another shutoff is planned for next week. A cost estimate to re-do the entrance at Ashwaubenon Branch that would change the change roof lines to address falling ice and snow is expected from Boldt as well a report on the feasibility of a drive-up window at the Weyers-Hilliard Branch. On July 27 the United Way Emerging Leaders installed the Born Learning Trail in the Wood Memorial Garden at the Central Library. A news conference was held as part of the grand opening and was very well attended. The Central Library lighting retrofit is complete and the new lights will use half the energy. A permeable parking lot (or a hybrid version of one) is being explored for the Ashwaubenon Branch. A permeable surface allows water to go back into the ground and keeps suspended solids out of waterways. This has a potential educational role as a learning lab. It would cost an estimated \$16,000 – 17,000 to replace the parking lot “as is” and \$80,000-120,000 for a permeable lot. A combination of both would cost approximately \$25,000- 30,000. It may be worth the investment since storm water reduction will become responsibility of municipality. C. Beyler described a grant opportunity which cover 50% or more of the project cost. The expected life of a permeable lot (using a paver-drain system) is about the same as asphalt. There is also certain maintenance including the possibility of having to blow it out once a year. D. Carmichael suggesting doing more research and visiting local sites that have permeable surfaces and inquiring if they perform as promised. C. Beyler will be visiting a local site and will continue to work with the professor from MSOE.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update L. Stainbrook reported that the consolidation discussion continued and many agree that the process is too slow. There was mention of NFLS consolidating with OWLS. L. Stainbrook and K. Pletcher will attend WLA Legislative and Development committee meeting on Friday. System consolidation is a big topic. Systems should be cost-effective and tax dollars should be earmarked for services. Joint Finance passed a bill that directed Department of Administration to look at improving design, reducing costs and improving services of public library systems. This bill was vetoed by the governor.

OLD BUSINESS

a. Adjacent County Billing No additional update. Brown County plans to turn over the now delinquent Outagamie County bill to collection agency. Outagamie attorney agrees it is a legal bill. Also legislation (not yet introduced) by a representative in Outagamie County proposes the elimination of the ability to bill adjacent counties.

PERSONNEL

L. Hoffman provided latest example of Work Rules Committee – procedures on filling positions. A Maintenance Mechanic has been hired and begins on September 9.

D. Carmichael left the meeting at 7:15p.m.

PRESIDENT'S REPORT

No report.

DIRECTOR'S REPORT

A supplemental funding request for a Security Coordinator at the Central Library will be presented to the County Executive. This position would relieve staff of much of the work related to monitoring behavior at the Central Library. Also discussed was a Public Works project request to move the cooling tower from old mental health building to the Central Library as the current cooling tower presents a health concern. A "Growing Wisconsin Readers" mini-grant of \$250 was received. It will benefit the Wrightstown Branch Library which met the grant criteria. T. Nixon suggested creating a blanket resolution suggesting that the library could apply for grants up to a certain dollar amount if there were not ongoing costs, without Board approval. This would be helpful especially when grant opportunities come up unexpectedly. The Kress Family Branch had a 10th birthday party. There are three potential bidders on the fence for the Cellcom Children's Vegetable Garden.

CLOSED SESSION (7:25 p.m.) **Motion** by T. Nixon, seconded by C. Buboltz , to move into closed session pursuant to Section 19.85(1)(c) of the WI Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation. Aye: Buboltz, Nielsen, Nixon, Van Vonderer, Watermolen and Pletcher. Nay: none. **Motion carried unanimously.**

RETURN TO OPEN SESSION (8:15 p.m.) **Motion** by T. Nixon, seconded by C. Buboltz , to return to open session. Aye: Buboltz, Nielsen, Nixon, Van Vonderer, Watermolen and Pletcher. Nay: none. **Motion carried unanimously.**

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

MEETING SUMMARY/NEXT MEETING PLANNING

None.

ADJOURNMENT

Motion by T. Watermolen, seconded by B. Nielsen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:20 p.m.

NEXT REGULAR MEETING

September 19, 2013

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

MINUTES
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
TRANSPORTATION SUBCOMMITTEE
Monday, February 25, 2013
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL:

(Voting)

Jeff Agee-Aguayo		Tom Klimek	
Bill Balke (Vice-Chair)	<u>X</u>	Randy Loberger*	<u>X</u>
Craig Berndt	<u>X</u>	Doug Martin (Chair)	<u>X</u>
Geoff Farr	<u>X</u>	Tom Miller	
Mike Finn		Rebecca Nyberg	<u>Exc</u>
Paul Fontecchio	<u>X</u>	Eric Rakers	<u>X</u>
Steve Grenier	<u>X</u>	Derek Weyer	<u>X</u>
Ed Kazik		Tom Wittig	<u>X</u>

(Non-voting)

Chris Bertch (FTA Region 5))	
Alexis Kuklenski (FHWA – Madison)	<u>Exc</u>
Susan Morrison (WisDOT – Madison)	

Others Present: Lisa J. Conard, * Todd Every for Randy Loberger, and Cole Runge.

ORDER OF BUSINESS:

D. Martin called the meeting to order at 10:00 a.m.

ORDER OF BUSINESS:

1. Approval of the August 13, 2012, Transportation Subcommittee meeting minutes.

A motion was made by S. Grenier, seconded by T. Every, to approve the August 13, 2012, Transportation Subcommittee meeting minutes. Motion carried.

2. Recommendation to the BCPC Board of Directors regarding an Adjusted 2010 Urbanized Area Boundary and a 2045 Metropolitan Planning Area Boundary.

C. Runge stated that MPO staff has worked with representatives of the Wisconsin Department of Transportation's Northeast Region Office and Central Office to develop proposals for a 2010 Adjusted Urbanized Area Boundary and 2045 Metropolitan Planning Area Boundary.

2010 Adjusted Urbanized Area Boundary. This boundary includes the US Census Bureau's newly defined urban area and land adjacent to this area that is included to

produce a “smooth” boundary. The inclusion of these adjacent areas is what creates the *Adjusted Urbanized Area Boundary*.

C. Runge summarized areas that have been added:

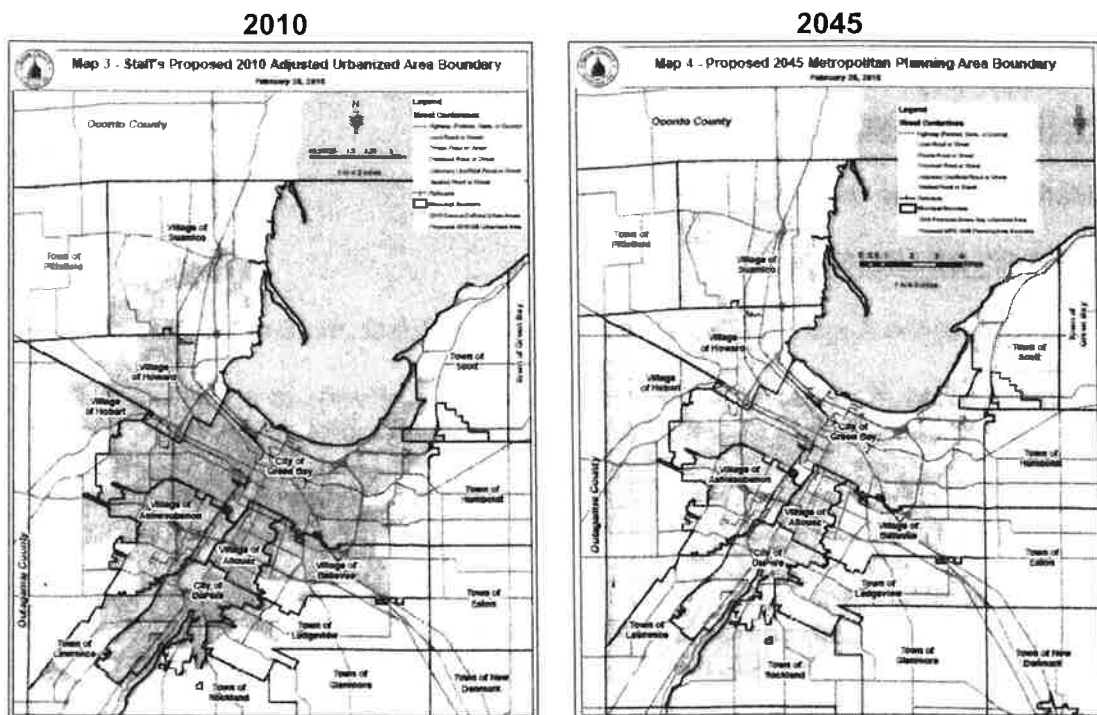
1. An area in Oconto County along US 41 which was identified by the Census Bureau as part of the urban area and cannot be changed.
2. Areas in the villages of Howard and Hobart were added to reflect the STH 29 freeway conversion project and the Centennial Centre development in Hobart.
3. An area in the town of Lawrence to include a subdivision that was identified as urban by the Census Bureau.
4. The area south to Old Martin Road in the town of Rockland to reflect existing and planned urbanization in this area.
5. The I-43/CTH MM interchange area in Ledgeview to reflect plans for a business park at this location.
6. An area following CTH A to the northeast which was identified by the Census Bureau as part of the urban area and cannot be changed.

B. Balke asked about the village of Bellevue.

C. Runge stated all of Bellevue is included in the 2010 adjusted boundary.

2045 Metropolitan Planning Area Boundary. A 2045 boundary is being identified to be consistent with the future year component of WisDOT’s transportation demand model.

The Adjusted Urbanized Area Boundary and Metropolitan Planning Area Boundary proposals are as follows:



A motion was made by C. Berndt, seconded by G. Farr, to recommend approval to the BCPC Board of Directors regarding an Adjusted 2010 Urbanized Area Boundary and 2045 Metropolitan Planning Area Boundary. Motion carried.

3. Discussion of an update to the Urbanized Area's Functional Classification System.

C. Runge stated that MPO staff recently completed a comprehensive functional classification assessment and is proposing 33 changes to the system. WisDOT Northeast Region staff has reviewed the proposed changes and agrees with them. The next step is to forward the proposed changes to WisDOT's Central Office for comment.

B. Balke asked what criteria are used to determine functional classification.

C. Runge stated that WisDOT has developed guidelines that are used to determine functional classification. These include Average Daily Traffic (ADT) volumes, land use service, system continuity, and other criteria.

B. Balke asked about future streets.

C. Runge stated that if a road is planned within the next 10 years and will likely function as a collector or above, the facility was recommended to be added at this time as a planned facility.

C. Runge stated that he will send a map that shows MPO staff's recommended system changes to the Transportation Subcommittee members for their review and comment prior to sending the map to WisDOT's Central Office in Madison.

4. Recommendation to the BCPC Board of Directors regarding a major amendment to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard stated that the Wisconsin Department of Transportation requested an amendment to the current TIP. The project that is proposed to be added to the TIP requires a major amendment. A 15-day public review and comment period and a public hearing are required. The hearing will be held on March 6, 2013, before the Brown County Planning Commission Board of Directors (MPO Policy Board). L. Conard provided project detail as follows:

Major Amendment #1 to the 2013-2017 Transportation Improvement Program for the Green Bay Urbanized Area by the Brown County Planning Commission					
Project Sponsor	Project Description	September 2013 – September 2014			
		Federal	State	Local	Total
WisDOT	STH 54 (Mason Street) Mason Street Bridge/Tilleman Bridge Feasibility Study The Wisconsin Department of Transportation (WisDOT) plans to hire a consultant to conduct a study to determine the useful life of the facility and to calculate reconstruction costs if necessary. The project termini are approximately Ashland Avenue and Monroe Avenue. State ID: 9210-15-00				
158-13-020	0.97 miles P	\$440,000	\$110,000	0	\$550,000
* The project is fiscally constrained and, if approved, will be added to the TIP fiscal constraint demonstration document.					

A motion was made by S. Grenier, seconded by E. Rakers, to recommend approval to the BCPC Board of Directors regarding the major amendment to the 2013-2017

Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.
Motion carried.

5. Discussion of changes to the TIP development process.

C. Runge noted that with the passage of Moving Ahead for Progress in the 21st Century (MAP-21), WisDOT has informed staff that prioritizing STP-Urban eligible projects based on an individual jurisdiction's "share" of the area-wide allocation is no longer allowed. This will allow the technical advisory committee and policy board to develop a priority project list without having to consider each jurisdiction's STP-Urban funding balance.

C. Runge stated that WisDOT will be hosting a meeting on May 1, 2013, to discuss funding for and changes to the state's local transportation program.

D. Weyer stated that the Northeast Region will be hosting the meeting. The agenda is currently being developed and will be sent to MPO staff as well as public works directors and other community representatives.

6. Any other matters.

B. Balke asked C. Runge for an update on the 2013 work program.

C. Runge provided a summary of the projects that MPO staff is working on.

B. Balke asked if C. Runge would be completing a crash study in 2013.

C. Runge stated that it is not included in the 2013 work program but a condensed version could be added if the subcommittee thought it necessary for 2013.

C. Runge stated that staff has prepared the report on a regular basis but has not done so in a couple of years. Typically, three years of data are used. A complete 2012 dataset will not be available until well into 2013, so a 2010 through 2012 study could be completed in 2014.

The subcommittee agreed that this could be a work program item for 2014.

7. Adjourn.

D. Martin adjourned the meeting at 10:29 a.m.